



# Microsoft Office Lens

Supporting Students with Disabilities within Job Corps

# Basic Features:

Microsoft Office Lens is a free app available on Android and Apple phones that uses Optical Character Recognition (OCR) to capture text in a variety of formats. Using your phone's camera, the app scans photos, documents, written text, signs, or whiteboard displays and converts the image to text. Save as a PDF file or upload the image into Word and use with *Immersive Reader*.

[Click to visit "What is Office Lens" on the Microsoft website.](#)

# To Get Started:

1. Download the app to your phone. Allow the app access to your camera.

### Android Users:



### Apple Users:



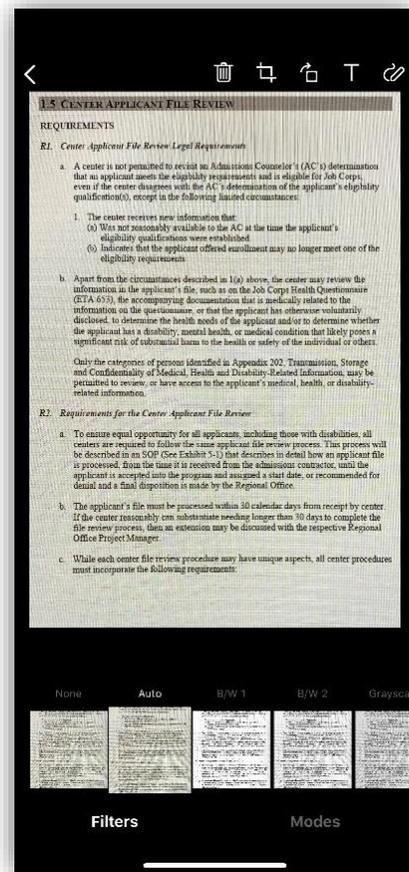
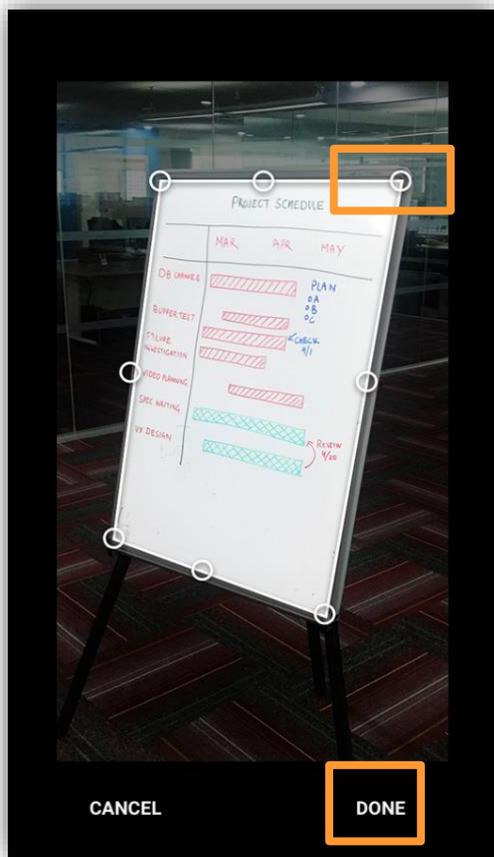
2. Choose item to capture and pick the corresponding camera feature – *Document, Whiteboard, Business Card, or Photo.*
3. Snap a picture. Once picture is taken, it will appear on the screen.



**Pictured:**  
*Scanning a document on an Android phone (left)  
Scanning a whiteboard on an Apple phone (right)*

4. Adjust the borders by moving the white dots. Click “done” or “confirm” when borders are set.

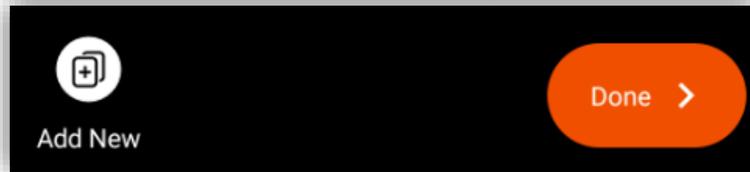
5. Adjust image filters – none, auto, BW1 (black and white), grayscale, or clear.



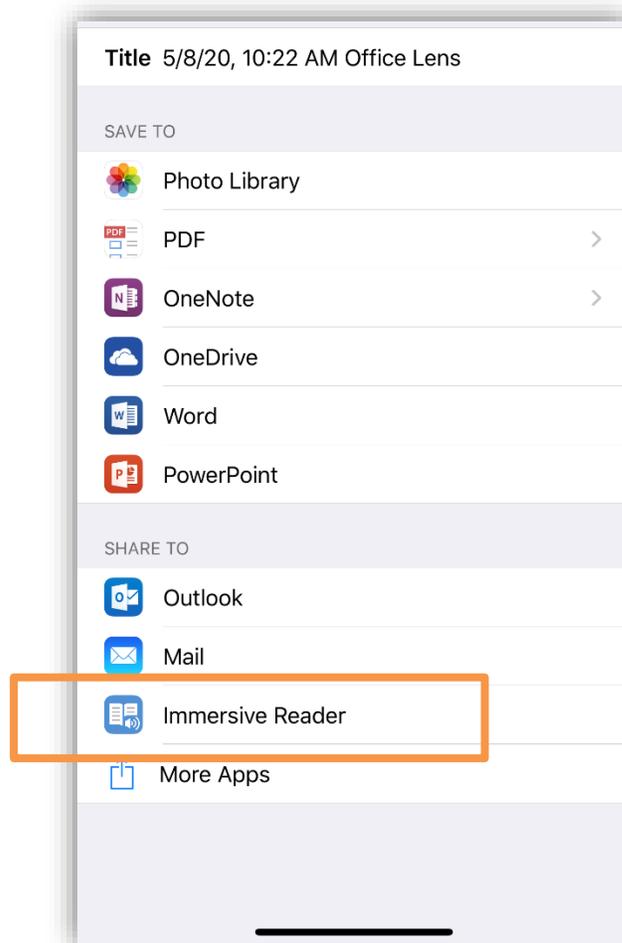
6. Using the tool bar, crop, turn image, change the setting document setting, add text, or draw on image.



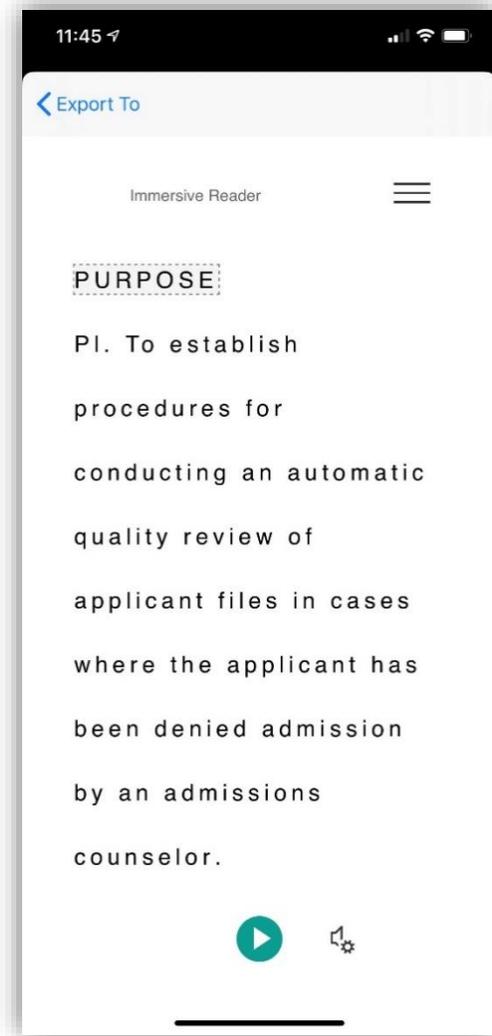
7. Add pages to the document by pressing on the “add new” or “+1” button



- Click “Done” once all pages have been captured. Office Lens will automatically convert picture into electronic file.
- **Select the location** that you want to save the file. If you select **“Immersive Reader,”** then the text can be read out loud.



The exported document will open into Immersive Reader where it can now be read out loud.



## Other Resources:

Additional Information and a video tutorial for *Microsoft Office Lens* can be found here:

- [Perkins Learning](#)
- [YouTube](#)